

## Mansfield Middle School - Acceptable Use Policy

205 Spring Hill Road, Storrs, CT 06268

Computer (including handhelds and peripherals), network, and Internet access is a privilege available to students at Mansfield Middle School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully and sign at the bottom. Computer use at school may be revoked if a student does not adhere to the guidelines below. *Students using Palms/PDAs or other special equipment may receive an additional policy form as well.*

1. **Acceptable Use:** My use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives of Mansfield Middle School. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. *The school network includes the use of school computers (including handhelds), and computer peripherals, as well as the use of school network services such as the Internet, school e-mail / web services accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use.*
2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:
  - I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
  - I will keep my own passwords private and I will not share passwords with a friend.
  - I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
  - I will respect school equipment, including an absence of vandalism or computer viruses.
  - I will only use software that is pre-approved by the technology coordinator at Mansfield Middle School.
  - I will use the Internet only with a teacher's permission and if it does not become a distraction to me or others.
3. **Internet Safety:** the Internet provides opportunities to access new resources, but it also provides unique risks to students. Mansfield Middle School provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
  - I will not give out on the Internet personal information such as my full name, phone number, or address.
  - I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
  - I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
  - I will only access or download sites appropriate for school classes or activities.
  - I will immediately report any technology use that makes me uncomfortable or violates school policies.
4. **Cell Phones:** Students carry cell phones/electronic devices at their own risk. Mansfield Middle School is not responsible for lost, stolen or damaged cell phones.

Students may use cell phones BEFORE and AFTER school ONLY. The use of cell phones during the **school** day will not be allowed. Phones are to be turned off during the day. (Ringing or vibrating phones are a distraction to learning) In the event of an emergency, parents/guardians and students are to use the school phones. Parents/Guardians may call the office to relay emergency information. Students are not to call their parents/guardians directly to pick them up if they feel sick. Students must report to the nurse's office and the nurse will contact their parents/guardians.

*Students who violate the cell phone policy will be subject to the following disciplinary action:*

- *First infraction – The phone will be confiscated by a staff member. The student may retrieve the phone in the office at the end of the day.*
- *Second infraction – The phone will be confiscated by a staff member. The student's parent will be required to retrieve the phone.*
- *Third infraction – Disciplinary action will be taken as deemed appropriate by administrative staff.*

Cell Phones must not disrupt educational or school activities.

- Students may not use cell phones inside school buildings or offices (including restrooms).
- Students may not use cell phones during class, school assemblies, and other special events.
- Cell phones must be turned off during instructional time.
- Parents may not call students on their cell phones during school hours.
- Students may not call their parents on their cell phones during school hours.

**5. E-Mail / Communication Safety:** E-mail and other online communication services provide opportunities for students, but they require careful use. I will follow the guidelines below when using school computers/accounts:

- I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account or other school provided computer service at school or another location. Mansfield Middle School may filter or monitor school provided student e-mail accounts or other school provided computer services regardless of whether the account is accessed from school or another location.

I understand and agree to the provisions and conditions of this contract. Both student and parent must sign and return this form to Mansfield Middle School by **September 14<sup>th</sup>** to continue using computers at MMS.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_ Homeroom: \_\_\_\_\_  
(Print clearly.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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